



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

**LARGE ASSEMBLY PERMIT APPLICATION**

This Ordinance shall apply to any assembly or gathering of **150 or more persons at one time** within the Town of North Hampton for purposes including, but not limited to fundraising, entertainment, games, shows, exhibitions or amusements. It shall be unlawful for any promoter to allow, permit, encourage, promote, organize, conduct or advertise any such assembly or gathering unless a valid permit has first been issued by the Select Board. A completed application for such a permit **MUST BE** submitted to the Town Administrator's Office no less than 30 days prior to any event subject to this Ordinance, except when the Select Board finds that circumstances justify relief from this requirement.

**LARGE ASSEMBLY ORDINANCE (Adopted Town Meeting May 11, 2012)**

**Section 1. PURPOSE**

- 1.1. The Town of North Hampton finds and declares that it is necessary for the protection of the health, safety and welfare of the general public and for the inhabitants of the Town, as well as to prevent the degradation of the environment and protect the quality of life within the Town, that except those events occurring on Town or State Property, rules and regulations shall be established for the purpose of regulating large assemblies. These rules and regulations shall ensure that provisions are made to address sanitary, fire, police, and health and safety concerns, such as traffic control, trash removal, control of noise and light pollution, and to ensure that appropriate facilities are provided in connection with large assemblies regulated on properties that are not subject to prior regulation under an active Occupancy Permit or Place of Assembly Permit issued by the Town, provided that activities on such properties are consistent with existing permits.
- 1.2. It is specifically found by the Town Meeting convened that unregulated large assemblies have resulted in one or more of the following nuisances to private citizens and the public at-large within the Town, namely:
  - 1.2.1. Loud and unpleasant noise;
  - 1.2.2. Congestion on municipal roads in the vicinity of event;

1.2.3. Unsafe driving by spectators at the event, particularly while driving under the influence of alcohol or controlled substances.

1.2.4. Letter and rubbish on the property in question, abutting properties and public rights of way.

1.2.5. Parking of participant automobiles in an unsafe manner on public ways and on private property of persons not connected with the event.

1.2.6. Other miscellaneous nuisances.

1.3 This ordinance, including the requirements for permit and application, applies only to an assembly or gathering of persons within the Town of North Hampton for the purposes, including but not limited to fundraising, entertainment, games, shows or exhibitions at which one hundred fifty (150) persons or more may reasonably be expected to be present at any one time on properties that are not regulated by an active Occupancy Permit or Place of Assembly Permit issued by the Town.

1.4. This ordinance shall not apply to gatherings for religious or political purposes unless the primary purpose for such gathering is the raising of funds and the primary activity at the gathering is entertainment, games, shows, exhibitions, amusement or other activities otherwise intended to be regulated by this ordinance.

1.5. The Town recognizes that the Federal and State constitutions guarantee all citizens the right to assemble for purposes of free practice of religion and speech, among other things.

## **Section 2. PERMIT REQUIRED**

2.1. It shall be unlawful for anyone to allow, permit, promote, conduct or advertise any such assembly or gathering unless a valid permit has first been obtained from the Select Board.

### **2.2. Advertising**

2.2.1. The applicant shall not advertise, or announce by any means or medium, including, but not limited to signs, pamphlets, handbooks, newspapers, press releases, radio or television, the holding of such event prior to the granting of the permit.

## **Section 3. PENALTY**

3.1. The violation of this ordinance shall be deemed a violation and shall be subject to a civil penalty of \$275 for the first offense, and \$550 for subsequent offenses, payable to the Town of North Hampton, for each day that such violation is found to continue after the conviction date or after the date on which the violator receives written notice from the municipality that the violator is in violation, whichever is earlier. Each day that a violation continues shall be a separate offense.

- 3.2. Additionally, the Town is authorized and directed to take injunctive relief in the Superior Court to enforce or avert any breach of this ordinance.

**Section 4. REQUIREMENTS FOR APPLICATION:**

- 4.1. An application for a permit must be submitted to the Town at least thirty (30) days prior to the date on which the event is to be held.
- 4.2. The Select Board shall act within thirty (30) days of receiving an application and shall approve, deny or approve subject to certain conditions, every application placed before it in accordance with this ordinance.
- 4.2.1. Such action shall be conveyed in writing to the applicant.
- 4.3. If a timely filed application is not approved, the denial shall be in writing setting forth the reasons for the denial.
- 4.4. If the Chief of Police, Fire Chief or any Town Department finds that the event is likely to occasion damage to municipal property or property of private parties, or if they find that it is likely that the town will have to make expenditures in connection with this event, the Town at its discretion, may require a bond in the form of cash or other surety to be posted by the applicant prior to the date of the event, to satisfy such damages to public or private property, reimbursement for the expenses of any Town Department, and any or all other expenses incurred by the Town as a result of the event.
- 4.5. Any or all unexpended funds from said cash or surety shall be returned to the applicant within ten (10) days following the event unless there remain contingent liabilities, such as court appearances by town police officers, which have not been determined.
- 4.5.1. In that event, the Town may set a reasonable reserve for all such contingent liabilities.
- 4.6. The applicant shall furnish the Town with the following information:
- 4.6.1. The name and address of the owner of the land involved and the exact location on the land where the activity is planned.
- 4.6.2. The name and address of the owner of the land to be used for parking or other auxiliary uses incidental to the activity and the location on said land of the auxiliary activity.
- 4.6.3. The date or dates and hours during which the event is proposed to be conducted.
- 4.6.4. An estimated number of attendees for each day activity is conducted.

4.6.5. An explanation of the content of the program of the event and plans for supplying water, food and sanitation including but not limited to septic, garbage and rubbish disposal, medical and first aid facilities, vehicle parking space, on-site traffic control, wrecker service, and plans for maintaining vehicle routes to allow for emergency vehicle access to the event.

4.6.6. Explanation of the applicant's plan for policing the activity should more persons attempt to attend the event than allowed by the permit.

4.6.7. Provisions for cleanup of the premises and surrounding areas and removal of rubbish at the conclusion of the event.

4.6.8. Such other information pertinent to the event as the Select Board or any other officer of the Town finds reasonably necessary in order to determine whether or not the permit should be granted.

4.6.9. The number of public health and safety personnel by type. The applicant must provide an adequate number of fire and police officers, first aid practitioners, and other public health and safety personnel. Such personnel shall have qualifications, which, at a minimum, are equivalent to those required by the town's fire, police and safety officials. The applicant shall pay the Town's detail rate for the coverage. Based on the recommendations of various department heads, the Select Board shall determine the amount of funds that are required from the applicant prior to the event.

4.6.10. The applicant shall, in his/her application, disclose whether alcoholic beverages are to be sold on the premises and if they are to be sold, a copy or other verification of the liquor license under which sales be made shall be attached.

## **Section 5. ADDITIONAL INFORMATION**

### **5.1. Drinking Water**

5.1.1. The applicant shall demonstrate that the source of the drinking water is adequate for the number of attendees and shall demonstrate to the health officer that it is of potable quality.

### **5.2. Sanitary Facilities**

5.2.1. The applicant shall provide adequate toilet facility for both sexes. A minimum of one (1) water closet, chemical or sanitary privy unit must be supplied for each one-hundred fifty (150) persons.

### **5.3. Parking**

5.3.1. The applicant shall have on the premises or on hand contiguous thereto, automobile parking spaces equal to one fourth of the number of persons allowed to attend the event.

#### 5.4. Hours of Operation

5.4.1. The applicant shall operate the event only on the days and hours specified on the permit.

#### 5.5. Control of Admission

5.5.1. The application shall not sell, give, or distribute a greater number of tickets than the number which the permit allows.

#### 5.6. Illumination of Area

5.6.1. The applicant, if planning an event after darkness or if planning to allow persons who attend the event to remain on the premises after darkness, shall provide electric illumination to ensure that the areas to be used are adequately lighted.

#### 5.7. Permit not Transferable

5.7.1. No permit granted under this ordinance shall be transferable to another location, another person or entity, or another date without approval of Select Board.

5.7.2. The applicant, if not the owner of the parcel or parcels on which the event is proposed, shall submit with the application written authority from said owner to make application before the Board.

### Section 6. MUNICIPAL ACTION:

6.1. When the Select Board is considering any application it shall weigh the effect on the health, safety and general welfare of the inhabitants of the town and those attending the proposed event.

6.1.1. Prior to review by the Select Board, the Police Chief, Fire Chief, and Code Enforcement Officer shall review the application and approve proposed security and safety measures.

6.2. Given the wide variety of activities meant to be regulated by this ordinance and the presence within the Town of venues capable of accommodating up to several thousand people, it is hereby found that the Code Enforcement Officer shall make recommendations based on past experience and knowledge about whether the Select Board should approve or deny applications and about appropriate restrictions the Select Board should place on approved applications.

**PERMIT APPLICATION**

Name of Applicant: JANECYPHER		Organization (If applicable): EXPERIENCE HAMPTON	
Mailing Address PO BOX 1601, HAMPTON NH 03843-1601			
Contact Person: GINNI MCNAMARA		Contact Person who will be present at Event <sup>1</sup> : GINNI MCNAMARA / JANE CYPHER	
Contact Person Phone Number: 603-926-8718 X102		Contact Person will be present at Event Phone Number: 603-394-5205 (JANE)	
Contact Person Cell Number:		Contact Person will be present at Event Cell Number: 603-394-5205 (JANE)	
Description of Event (Please Attach Additional Sheets of Paper if description cannot fit in the space provided:  EXPERIENCE HAMPTON CHRISTMAS PARADE BEGINNING IN NORTH HAMPTON, PROCEEDING TO HAMPTON			
Location of Event: ASSEMBLE IN PARKING LOTS ALONG ROUTE 1, FOR 1/2 HR (APPROX) THEN MARCH ALONG RTE 1			
Date(s) of Event: DECEMBER 7, 2013		Hours: From: 12:30 PM End: 1:30 PM	
Estimated Attendance:		Minimum No.:	Maximum No.:
Types of Alcohol to be served: NONE			

<sup>1</sup> This individual must be reachable during the entire event at a moment's notice.

**The following facilities will be available for the event:**

Sanitation: N/A	No. of Units: N/A	Male: N/A	Female: N/A
Water supply from: N/A			
Food will be served from and/or by: N/A			
Beverages will be served from and/or by: N/A			
Illumination after dark will be provided by N/A			
Medical and First Aid Provided by: NORTH HAMPTON FD UPON REQUEST			
Traffic Control Provided by: NORTH HAMPTON PD		No. of officers: 1 PER CHIEF PAGE	
Parking for _____ is planned. <input type="checkbox"/> Attach plan of exact parking location and exact route to be kept open for emergency vehicles <input checked="" type="checkbox"/> Not applicable. Explain: PARKING WILL BE IN LOTS THAT MARCHERS WILL ASSEMBLE IN			

<b>Name of Promoter or Applicant:</b> EXPERIENCE HAMPTON	
<b>Mailing Address:</b> PO BOX 1601	<b>Phone:</b> 603-926-8718 X 102 (GINNI)
<b>Email:</b> JCYPHER@TOWN.HAMPTON.NH.US	<b>Cellular Phone:</b> 603-394-5205 (JANE)
<p><i>I _____, do here by accept all responsibility for the above-described event. I agree to adhere to all laws and regulations of the Town of North Hampton and the State of New Hampshire. I do hereby consent to the entry, at any time, in the course of his/her duties, any official of the Town in the performance of their official duties, including but not limited to inspection. I also agree to provide surety that the Town deems necessary. Under the penalty of perjury, I do here by certify that the above is true.</i></p>	
<b>Signature:</b>	<b>Date:</b>
<b>Name of Property Owner (The following MUST BE completed by the owner of the property involved) :</b>	
<b>Mailing Address:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Cell Phone Number:</b>
<p><i>I _____, have thoroughly discussed the above event with the Promoter and am in agreement with him/her in all areas. I do hereby give my consent to use my property for this even. I do hereby consent to the entry, at any time, in the course of his/her duties, any town officer in the performance of his/her duties, including but not limited to inspection. I agree to adhere to all laws and regulations of the Town of North Hampton and the State of New Hampshire. Under the penalty of perjury I do hereby certify that the above application is true.</i></p>	
<b>Signature:</b>	<b>Date:</b>



**DO NOT WRITE BELOW THIS SPACE. FOR TOWN USE ONLY**

**Departmental Approvals:** Please attach any comments or special requirements to this application

Fire Chief Signature of Approval:

Date:

*Robert J. Francis*

11/21/14

Building Inspector/Code Enforcement Officer Signature of Approval:

Date:

*John Kelly*

11/19/14

Director of Public Works Signature of Approval:

Date:

*William J. Page*

11/17/14

Police Chief Signature of Approval:

Date:

*William J. Page*

11/17/14

**Select Board**

Select Board comments or additional requirements to be met:

**Applicant:** I do hereby agree to these additional requirements:

Applicant's Signature:

Date:

**PERMIT**

☐ **Denied Reason:**

☒ **Approved** Having reviewed the above described event, we do hereby grant permission for this event to take place at the time and hours indicates. Surety in the amount of \$ \_\_\_\_\_ is required.

Select Board Signatures:

Date:

*William J. Page*

11/25/14



CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

November 4, 2014

Experience Hampton  
PO Box 1601  
Hampton, NH 03843-1601

To Whom it May Concern:

With reference to your recent request, please consider this a permit (14-278) for the Parade using a portion of the state highway system.

The Parade scheduled for Saturday, December 6, 2014 at 12:00pm will use state and town roads as shown on the attached map.

**PLEASE NOTE THAT BANNERS OVER STATE HIGHWAYS ARE PROHIBITED.**

This permit is subject to the following provisions:

1. Adequate number of uniformed police officers and traffic control devices be employed to control traffic and parking prior to, during, and following the event.
2. Provisions be made for passage of emergency vehicles should the need arise.
3. Organizers shall notify and coordinate this activity with local officials, emergency providers, and those responsible for homeland security to assure that the event does not adversely affect the safety, security, or emergency services for the events participants, spectators, other members of the community, or the traveling public.
4. Traffic on state highways shall not be delayed more than 10 (ten) minutes.
5. No markings may be applied to DOT materials within the right of way, and all materials placed within the right of way must be removed promptly.

Best wishes are extended for favorable weather and an enjoyable event!

Sincerely,

Denise Markow, PE  
Administrator  
For Director of Operation

DLM:jnm

Attach.

cc: NH State Police, Operations Bureau  
Hampton Police Chief  
Douglas DePorter, District Engineer